

# **Small Grant Workshop In Northern Iraq: A Trip Report**

*Prepared for:*

IHSS Project funded by USAID

*Prepare by:*

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October 25, 2003

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## **1. Introduction**

In order to assure that the grant is being best used for the expected results, the consolidated work plan of IHSSP as approved by USAID specified that IHSSP should “design and implement a grants monitoring and evaluation program that includes internal monitoring and evaluation (M&E), performance-related payment, and collaborative review of grant achievements before final payment is made”. M&E, both internal and external, can serve as an important tool to increase grant performance, through its inspection mechanism as well as provision of necessary technical assistance.

M & E team has prepared a plan to monitor and evaluate the small grant projects throughout its course including individual grants assessment (for both mid-term and end-of-project M&E) as well as an overall program activity assessment. These will be done by using the pre-designed M&E tools (Midterm M&E report, End of project M&E report, and workshop evaluation questionnaire).

Currently, 6 small grants have been approved by USAID, another 5 are in the process of approval, and around 50 applications are in the pipeline. In order to invite more applications and increase the competitiveness of the small grant application for the purpose of assurance the quality of small grants, the small grant program of IHSSP (I-HELP) organized the small grant workshop in Northern Iraq. M&E team was requested by I-HELP to join this trip for the objectives as specified in the next section of this trip report.

## **2. Objectives**

The objectives of this trip by M&E team are:

- To understand the mechanisms and process of small grant mobilization and application;
- To provide technical assistance for applicants on how to prepare their internal M&E plan and inform them the process of mid-term and end-of-project M&E
- To assess the small grant application workshops which aims to mobilize applications

## **3. Team**

One of the M&E team members (Dr Ghaith J. Al - Eyd –M&E capacity building advisor) joined I-HELP team which consists 4 members (Dr. Sharon Pittman-Small grants team leader, Mr. Ossama Abdel A'al-Small grants project financial manger, Dr. Laith Al – Hialy – Small grants mentors supervisor, Haitham Ayob – Administrator).

#### 4. M&E activities

Dates	Activities
Oct.19-2003	Meeting with D.G of Kerkuk DOH & two of US. army doctors
Oct.20-2003	Dohuk workshop M&E speech
Oct.21-2003	Interviewing applicant for M&E regional manger position in Erbil
Oct.22-2003	Sulaimania Workshop M&E speech
Oct.23-2003	Training session about some projects proposals (Whole team participation with Dr. Sharon)
Oct.24-2003	Entering the data collected by the workshop questionnaire forms into EP16 software to be analyzed

#### 5. Results

##### (1) Knowledge benefit from this trip

I learned that there is a need for an M&E regional manager for each regional office, since I expected that many proposals and projects will be applied soon, since there are many NGOs and community groups who attended the workshops and they were very interested in applying for the grants. I have also learned that M&E person should be informed by the small grants team about any proposal from the beginning to prepare an M&E time plan.

##### (2) Technical assistance

I talked during both workshops about the M&E plan and how to follow up the implementation process of each grant project; I have also collected the data of the workshop evaluation questionnaire forms and I have entered them into EP16 software to be analyzed.

I participated in the training session which has been held in Sulaimania for all of the team to discuss some of the proposals and also to redesign the evaluation form for the projects proposals, I gave many questions and a draft for scoring system.

##### (3) The results of workshop evaluation

Two workshops were held. One was in Duhok governorate, and the other in Sulaimania governorate. One day workshop was conducted in each of the governorates.

The contents of the workshop include:

- 1- Distribution of brochures and files of the I-HELP. .
- 2- Introduction by Dr. Sharon.
- 3- Small grants application session by Dr. Laith.
- 4- Tea break
- 5- Small grants finance session by Mr. Ossama
- 6- Small grants M&E plan session by Dr. Ghaith
- 7- Distribution of the workshop evaluation questionnaire forms.
- 8- Lunch

The total number of participants was 16 and 44 in Duhok and Sulimanyia respectively.

The mean age of the participants in both workshops was  $36.9 \pm 9$  years, with a range between 23 – 61 years.

The sex distribution of the participants is displayed in table 1, where it shows that most of the attendants (88.3%) were males.

Table 2 shows that the highest number of attendants was from Sulaimania and the second highest number was in Duhok, these two governorates were the sites where the two workshops were held.

Table 3 shows a wide spectrum of participants' professions where most (nearly half) of them were non medical personnel working in NGOs, and quarter of them were medical doctors working for the ministry of health.

Table 4 shows that most of the participants have no specific administrative positions and few of them have different positions in the ministry of health offices.

Table 5 is a comprehensive table showing the opinions of the participants about different aspects of the workshops. Most (81.3%) of the participants considered the length of the workshops is just about right(Fig.1). More than a half (96%) of them found the workshops are very useful or useful (see figure 2 for detail).

Interestingly, no participant felt there was no improvement in their knowledge and skills. More than half (56.7%) of them reported a major improvement, and 43.3% of the participants felt that they had minor improvement in knowledge and skills(see figure 3 for detail).

Majority of the participants reported positive impacts of the workshops on their work, with 63.3% very positive impact, and 33.3% positive impact (see figure 4 for detail).

All the participants were willing to participate in additional workshops in the future (50% very willing and 50% willing to participate; see Figure 5 for detail).

All of the participants were satisfied about both the workshops and the trainers (53.3% satisfied and 46.7% very satisfied see figure 6 & figure7 for detail).

**Table 1. Sex distribution of the participants**

<b>Sex</b>	<b>Frequency</b>	<b>%</b>
Male	53	88.3
Female	7	11.7
Total	60	100

**Table 2. Distribution of participants by governorates**

<b>Governorates</b>	<b>No. of Attendants</b>	<b>%</b>
Sulaimania	35	58.3
Dohuk	13	21.7
Kerkuk	5	6.7
Erbel	4	8.3
Mosul	2	3.3
Baghdad	1	1.7
Total	60	100

**Table 3. Distribution of the participants by professions**

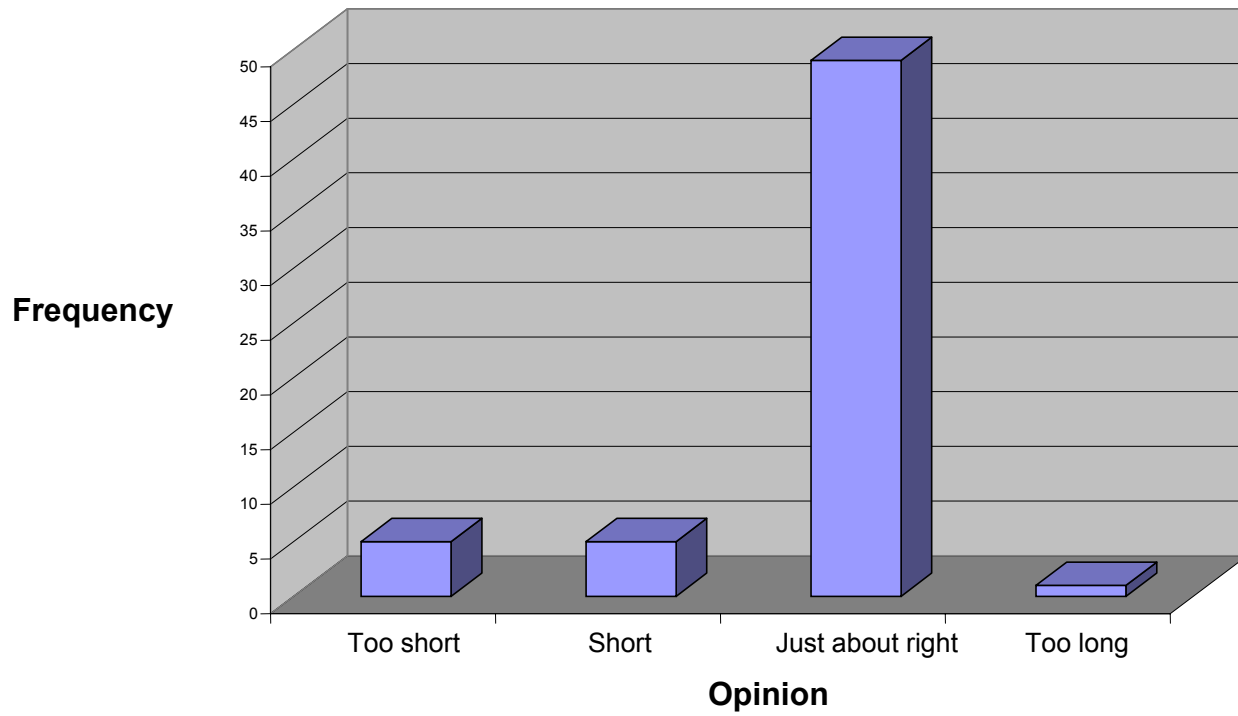
<b>Profession</b>	<b>Frequency</b>	<b>%</b>
Medical Doctor	15	25
Nurse	1	1.7
Technician	9	15
Social science specialist	6	10
Other	29	48.3
Total	60	100

**Table 4. Distribution of the participants by administrative positions**

<b>Position</b>	<b>Frequency</b>	<b>%</b>
Ministry of health officer	2	3.3
D.G. of a governorate	1	1.7
Dep. director of directorate of health	2	3.3
Popular clinic manager	1	1.7
Hospital manager	2	3.3
Other	52	86.7
Total	60	100

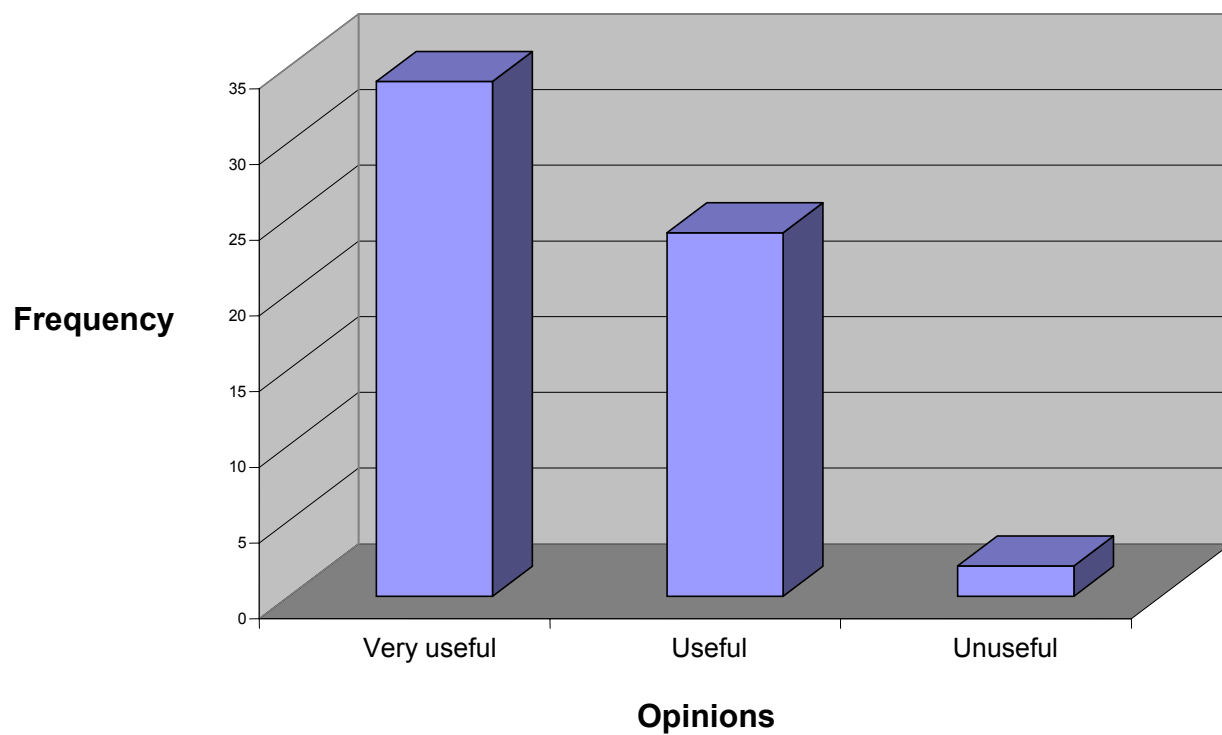
**Table 5. Distribution of participants by opinions about the workshop**

<b>Opinion about:</b>	<b>No.</b>	<b>%</b>
<b>1-Workshop length</b>		
Too short	5	8.3
Short	5	8.3
Just about right	49	81.3
Too long	1	1.7
Total	60	100
<b>2-Workshop usefulness</b>		
Very useful	34	56.7
Useful	24	40
Unuseful	2	3.3
Total	60	100
<b>3-The improvement of their skills and knowledge</b>		
Major	34	56.7
Minor	26	43.3
No Improvement	0	0
Total	60	100
<b>4-Workshop impact on the participants work</b>		
Very positive	20	33.3
Positive	38	63.3
No impact	2	3.3
Total	60	100
<b>5-Participants' willing for additional participation</b>		
Very willing	30	50
Willing	30	50
Unwilling	0	0
Very unwilling	0	0
Total	60	100
<b>6- Participants' satisfaction about the trainers</b>		
Very satisfied	28	46.7
Satisfied	32	53.3
Unsatisfied	0	0
Very unsatisfied	0	0
Total	60	100
<b>7- Overall satisfaction about the workshop</b>		
Very satisfied	28	46.7
Satisfied	32	53.3
Unsatisfied	0	0
Very unsatisfied	0	0
Total	60	100

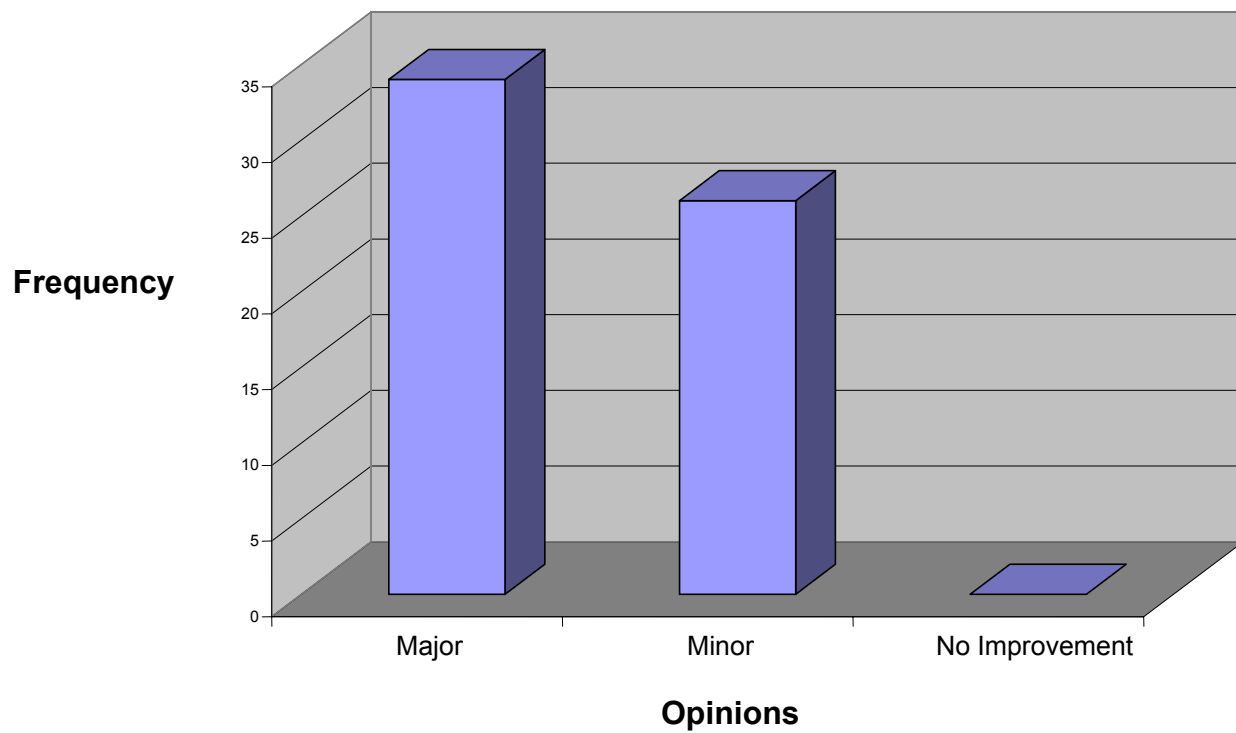


**Figure 1 Distribution of participants by opinions about workshop length**

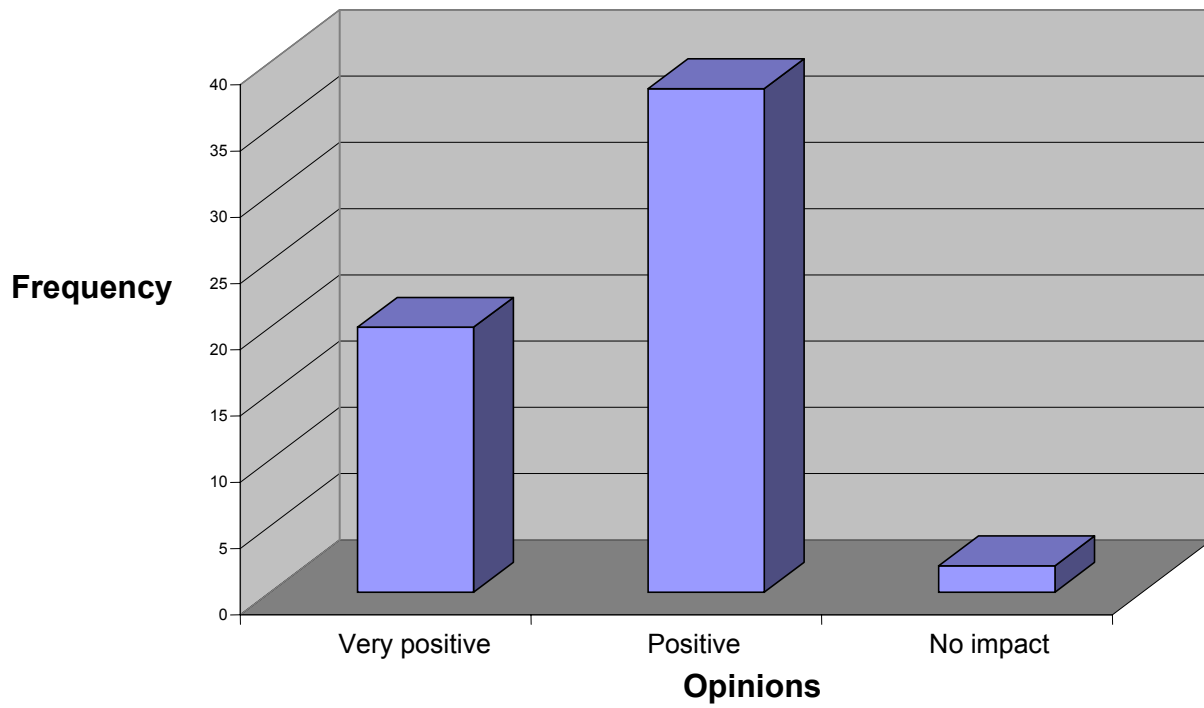




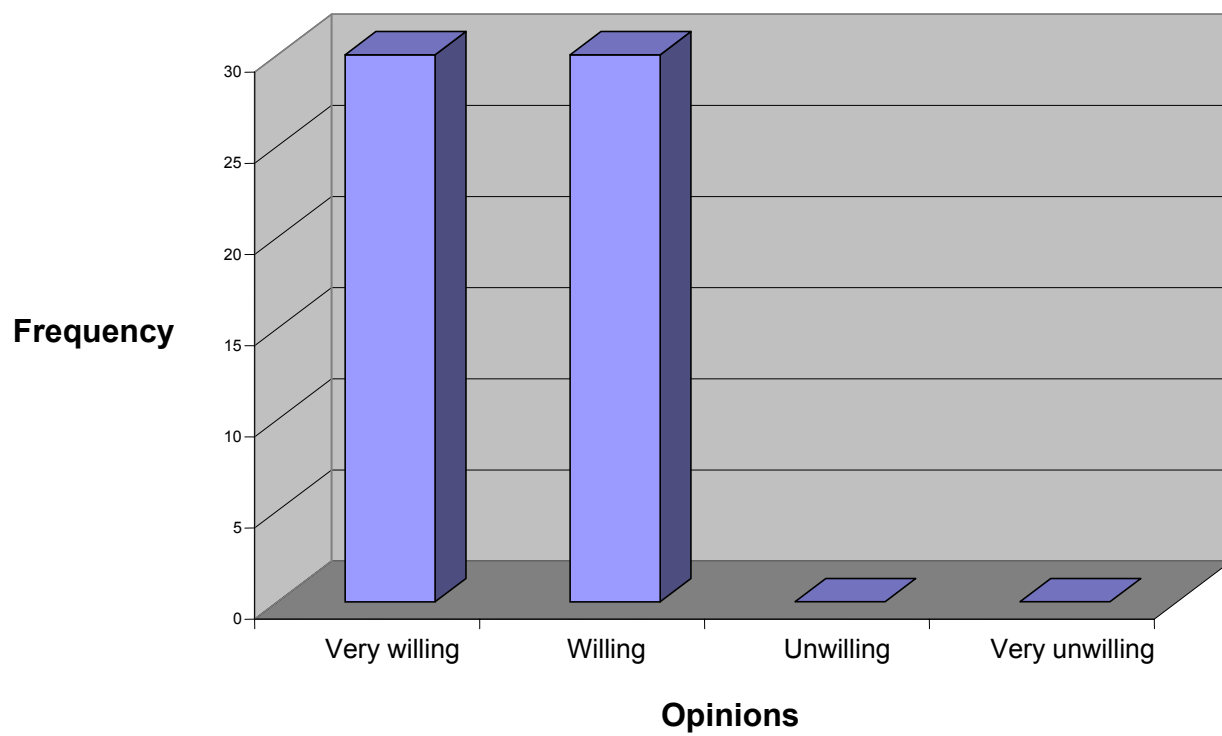
**Figure 2 Distribution of participants by opinions about workshop length**



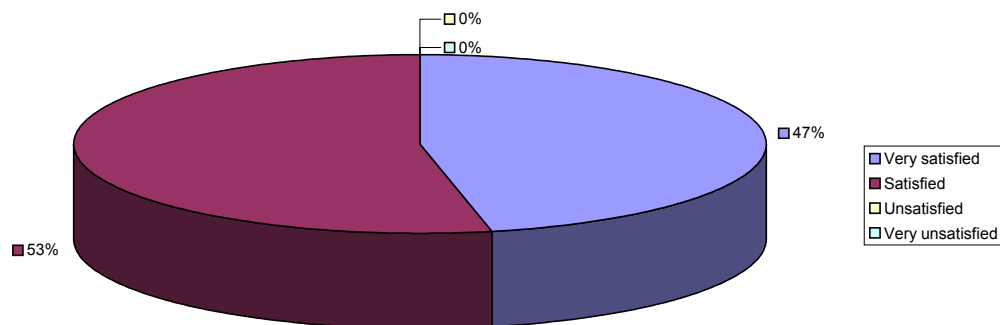
**Figure 3 Distribution of participants by opinions about Skills & Knowledge improvement**



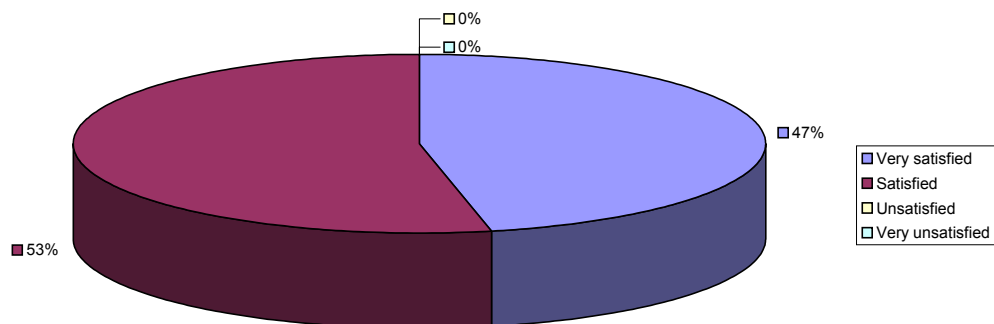
**Figure 4 Distribution of participants by opinions about workshop impact on their work**



**Figure 5 Distribution of participants by their willingness for additional participation**



**Figure 6 Distribution of participants by opinions of their satisfaction about the trainers**



**Figure 7 Distribution of participants by their opinions of satisfaction about the workshops**

## **6. Conclusions**

- From the number of the participants we can conclude that Sulaimania has more active NGOs and community groups who would apply for the small grants. Most of the participants were of the middle age group, and the participation of women in small grant applications is still much smaller than men. This indicates that most of the active members of the NGOs there were men.
- The number of participants belongs to the governorates where the workshops were held is much greater than that of the other neighbor governorates which indicates a problem in communication and transportation.
- There was a wide spectrum of professions among the participants. Nearly half of them are non medical personnel working in NGOs, and quarter of the participants was medical doctors working for the ministry of health in different positions.
- Almost all participants reported satisfaction with the workshop, in terms of trainers' capacity and overall workshop quality.
- Majority of the participants reported that they were willing to participate in additional workshops.